

# AIR Ways User Guide

2016-2017

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# Introduction to the User Guide

This user guide provides instructions and support for users viewing assessment performance reports in AIR Ways. This section describes the contents of this user guide.

## Organization of the User Guide




This user guide includes the following sections:

- [Overview of AIR Ways](#): Provides information about the structure of AIR Ways and explains the students, assessments and data included in AIR Ways reports.
- [Accessing AIR Ways](#): Provides instructions for logging in to AIR Ways.
- [Overview of the AIR Ways Dashboard and Reports](#): Provides descriptions of the **Dashboard** and the reports available in AIR Ways.
- [Working with AIR Ways Report Tables](#): Provides instructions for customizing AIR Ways report tables and previewing items.
- [Global Features in AIR Ways](#): Provides instructions for managing rosters, updating test preferences, switching user roles, printing reports, and using the inbox.
- The [Appendices](#) provide additional information about non-scorable assessments and user support.

## Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Example:</b> This symbol accompanies examples that illustrate a concept or procedure.

## Intended Audience

This user guide is intended for system- and school-level users viewing reports in AIR Ways. To use this system, you should be familiar with using a web browser to retrieve data, fill out web forms, and print documents.

## Additional Resources

The following publications provide additional information:

- For information about supported operating systems and browsers, see the *System Requirements* document.
- For information about student and user management, rosters, and appeals, see the *TIDE User Guide*.
- For information about administering online tests, see the *Test Administrator User Guide*.
- For information about hand-scoring questions, see the *Teacher Hand Scoring System User Guide*.
- For information about network, internet, and software requirements, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the Montana Comprehensive Assessment System Portal (<http://MT.portal.airast.org/>).

## Section I. Overview of AIR Ways

AIR Ways provides student performance reports for interim assessments. AIR Ways consists of a **Dashboard** page and various Assessment Reports. The **Dashboard** provides a summary of all the assessments associated with a particular user or institution, and the Assessment Reports provide detailed performance data for each of those assessments. For more information, see the section [Overview of the AIR Ways Dashboard and Reports](#).

Assessment Reports are available at various levels within a district. Access to each Assessment Report depends on your user role. For more information, see the section [About User Roles](#).

AIR Ways also includes various global features that allow you to manage the data and reports you view. For more information, see the section [Global Features in AIR Ways](#).



**Note:** AIR Ways does not replace the reports available for interim assessments in the Online Reporting System (ORS).

### About User Roles

Access to the Assessment Reports available in AIR Ways depends on your user role in TIDE.

- Teachers can access the Teacher Assessment Report and Student Assessment Report.
- School-level users can access the School Assessment Report, Teacher Assessment Report, and Student Assessment Report.
- System-level users can access the System Assessment Report, School Assessment Report, Teacher Assessment Report, and Student Assessment Report.

The assessments and features available on the **Dashboard** also vary by user level. For more information, see the section [Overview of the AIR Ways Dashboard and Reports](#).



**Alert:** AIR Ways only displays data for one institution and user at a time. If you have multiple user roles or you are associated with multiple institutions, you must change your user role in AIR Ways in order to access the **Dashboard** and reports for each role and institution. For more information, see the section [Changing User Roles](#).

### About the Students in AIR Ways Reports

AIR Ways reports display data only for your associated students. The students associated with you depend on your user role:

- For Teachers, your associated students include the following:
  - All the students who are members of your rosters.

- All the students who have completed an assessment in your test sessions.
- For school-level users, your associated students are all the students who have completed assessments in your school.
- For system-level users, your associated students are all the students who have completed assessments in your system.

## About the Assessments in AIR Ways Reports

AIR Ways includes data for the following interim assessments:

- Any **Interim Comprehensive Assessments** (ICAs) administered.
- Any **Interim Assessment Blocks** (IABs) administered.

You can only view AIR Ways reports for assessments that were completed by your associated students.



**Note:** You can modify your settings to exclude specified assessments or classes from your reports in AIR Ways. For more information, see the section [Updating Preferences](#).

## Understanding the Data in AIR Ways Reports

AIR Ways reports provide student performance data for a particular assessment or set of assessments. The type of data that appears in these reports depends on how the assessment is scored. Depending on the assessment, a report may display one or both of the following types of student performance data:


- **Score Data:** This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in AIR Ways reports:
  - **Score:** The Score column in AIR Ways reports displays an individual student's score for an assessment or topic (reporting category) within an assessment.
  - **Average Score:** The Average Score column in AIR Ways reports displays the sum of assessment scores for a particular institution divided by the student count for that institution. An institution may be a district, school, class, or other specified group of students, depending on the report.
- **Performance Level Data:** This type of data is used for tests with performance levels (proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. The following columns involving performance level data may appear in AIR Ways reports:



- **Performance Level:** The Performance Level column in AIR Ways reports displays an individual student's performance level for an assessment or topic (reporting category) within an assessment.
- **Performance Distribution:** The Performance Distribution column in AIR Ways reports displays an infographic that includes a colored region for each performance level in the assessment. The number below each colored region indicates the percentage of students in a particular institution who performed at that level. An institution may be a district, school, class, or other specified group of students, depending on the report.



**Note:** If an assessment does not use numeric scores, the Score and Average Score columns do not appear in reports for that assessment. If an assessment does not use performance levels, the Performance and Performance Distribution columns do not appear in reports for that assessment.

If an information icon  appears next to student performance data in a report, you can click the icon to learn more about how the assessment is scored.



**Note:** Some AIR Ways reports display data for classes. Classes in AIR Ways are determined by roster membership. For more information about rosters, see the section [Managing Rosters](#).

## Section II. Accessing AIR Ways

This section describes how to log in to AIR Ways.

*To access AIR Ways:*

1. Navigate to the MontCAS Portal (<http://MT.portal.airast.org/>).
2. Select your user role.
3. Click **AIR Ways Reporting** (see [Figure 1](#)). The login page appears (see [Figure 2](#)).

Figure 1. Accessing AIR Ways



4. On the login page, enter the email address and password you use to access all AIR systems.

Figure 2. Login Page

A login form with a light gray background. It contains two input fields: the first is labeled 'Email Address' with a blue icon of a person, and the second is labeled 'Password' with a blue icon of a padlock. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

5. Click **Secure Login**.
  - a. If your account is associated with multiple roles or institutions, a pop-up window prompts you to select a role. From the **Role** drop-down list, select the role and institution combination you wish to use (you can also change your user role after logging in; see the section [Changing User Roles](#)).

The **Dashboard** for your user role appears.

## About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary password and a login link for the MontCAS systems. To activate your account, you must log in within 7 days of receiving the email. You must update your password and set a security question.

- **If your first temporary password expired:**

Select **Click here to request one** on the login page to request a new temporary password. Enter your email address in the *Email Address* field. The MontCAS Help Desk will send you a new email with a new temporary password.

- **If you forgot your password:**

Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. The MontCAS Help Desk will send you an email with a new temporary password.

- **If you did not receive an email containing a temporary password:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the MontCAS Help Desk for assistance. For contact information, see the [User Support](#) section. You must provide your name and email address.

## Section III. Overview of the AIR Ways Dashboard and Reports

This section describes the following pages and reports in AIR Ways:

- [Dashboard](#): This page lists the assessments completed by your associated students.
- [Assessment Reports](#): These reports provide detailed student performance data for an individual assessment at various institution and user levels.
- [Student Portfolio Report](#): This report provides performance data for all the assessments completed by an individual student.

For more information about interpreting the data that appear in these reports, see the section [Understanding the Data in AIR Ways Reports](#).

### Overview of the Dashboard

The ***Dashboard*** is the landing page for AIR Ways users. This page displays the Assessments table, which lists the interim assessments completed by your associated students. For more information about your associated students and assessments, see the sections [About the Students in AIR Ways Reports](#) and [About the Assessments in AIR Ways Reports](#).




**Note:** The ***Dashboard*** for Teachers also includes a table listing all your associated students. For more information, see the section [About the My Students Table](#).

You can only view the ***Dashboard*** for one institution and user role at a time. To view the ***Dashboard*** for a different institution or user role, you must change your user role. For more information, see the section [Changing User Roles](#).

### About the Assessments Table

The Assessments table on the ***Dashboard*** displays a row of data for each assessment completed by your associated students.

This table allows you to access the corresponding Assessment Report for each assessment listed by clicking  next to an assessment name. The report that you access from the Assessments table depends on your user role:



















- Teachers access the [Teacher Assessment Report](#).
- School-level users, access the [School Assessment Report](#).
- System-level users, access the [System Assessment Report](#).

You can return to the ***Dashboard*** at any point by clicking **Dashboard** in the upper-left corner.




**Note:** The data that appear in this table depend on the options you select from the **Filter by** drop-down lists on the **Dashboard**. For more information, see the section [Filtering Tables](#).

Figure 3. Assessments Table (School-Level Users)

Dashboard					
		Filter by:	All Classes	Enter SSID	
Average Score and Performance Distribution, by Assessment: Walkerville Elementary, 2016-2017					
					Rows per page: 5
Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
 <a href="#">Smarter ICA ELA</a>	Fall 1 - ICA	5	2495 	 9% 38% 35% 18% 	10/12/2016
 <a href="#">Grade 3 Additions</a>	Fall - Additions	7	54 	 35% 65% 	10/12/2016
 <a href="#">Smarter IAB Grade 3 - Read Literary Texts</a>	Fall 2 - IAB	19	n/a 	 18% 64% 18% 	10/12/2016
 <a href="#">Smarter IAB Grade 3 - Read Literary Texts</a>	Fall 1 - IAB	12	n/a 	 12% 53% 35% 	10/12/2016
 <a href="#">Grade 5 Reading Comprehension</a>	Fall - Reading	7	32 	n/a	10/12/2016
27 Items: 1 of 6					

[Table 2](#) describes the columns in the Assessments table.

Table 2. Overview of the Assessments Table

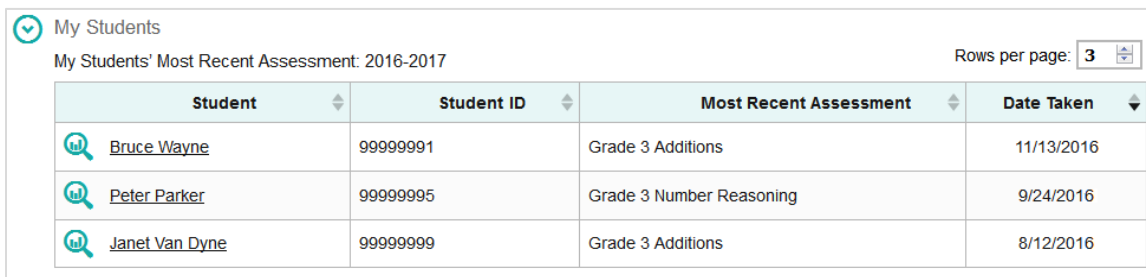
Column	Description
Assessment Name	Name of the test. To view the corresponding report for an assessment, click  in this column.
Test Reason	Testing category assigned to the test opportunity. If no test reason was assigned to the opportunity, this column displays Unassigned.
Student Count	Number of your associated students who completed the assessment with the given test reason.
Average Score	Sum of assessment scores for all your associated students divided by the student count.
Performance Distribution	The percentage of your associated students who performed at each performance level.
Date Last Taken	Most recent date on which one of your associated students completed the assessment.




## About the My Students Table

The ***Dashboard*** for Teachers also includes the My Students table, which provides a summary of the assessments your students have recently taken. This table displays a row of data for each of your associated students. For more information about your associated students, see the section [About User Roles](#).

This table also allows you to access the [Student Portfolio Report](#) for each student listed.


Figure 4. My Students Table



Student	Student ID	Most Recent Assessment	Date Taken
 <a href="#">Bruce Wayne</a>	99999991	Grade 3 Additions	11/13/2016
 <a href="#">Peter Parker</a>	99999995	Grade 3 Number Reasoning	9/24/2016
 <a href="#">Janet Van Dyne</a>	99999999	Grade 3 Additions	8/12/2016

[Table 3](#) describes the columns in the My Students table.

Table 3. Overview of the My Students Table

Column	Description
Student	Name of the student. To view the <a href="#">Student Portfolio Report</a> for a student, click  in this column.
Student ID	Student's unique identifier used for reporting purposes.
Most Recent Assessment	Name of the latest assessment the student completed.
Date Taken	Date on which the student completed the most recent assessment.

## Overview of the Assessment Reports

The Assessment Reports in AIR Ways provide detailed information about how the students associated with a user or institution performed on an individual assessment. Assessment Reports display a column of student performance data for the assessment as a whole and for each topic (reporting category) in the assessment.



**Note:** If a test does not consist of individual topics, the last column of the Assessment Report displays data for all the items on the test.

Assessment Reports are available for each assessment at various levels within the system:

- The [Student Assessment Report](#) provides information about how an individual student performed on the assessment.
- The [Teacher Assessment Report](#) provides information about how a teacher's associated students performed on the assessment.
- The [School Assessment Report](#) provides information about how a school performed on the assessment, by class and by student.
- The [District Assessment Report](#) provides information about how a system performed on the assessment, by school.

All of these reports (excluding the System Assessment Report) also provide information about how students responded to the individual items in each assessment topic and allow you to preview those items. For more information about previewing items, see the section [Previewing Items in Reports](#).

Authorized users can navigate from a higher-level Assessment Report to a lower level Assessment Report for institutions and users who are members of their institution. For example, system-level users can access the School Assessment Report for each school listed in their System Assessment Report.



**Note:** If a student's test opportunity for a given assessment could not be scored, a notification appears below the report. For more information about non-scorable test opportunities, see [Section V](#).

## About the Student Assessment Report

The Student Assessment Report provides information about how an individual student performed on an individual assessment.

The information below this report displays the student's score, the class's average score, and the student's performance level for the whole assessment.

To access the Student Assessment Report:





- On the [Teacher Assessment Report](#) click  next to a student's name.
- On the [Student Portfolio Report](#), click  next to an assessment's name.
- Authorized users can access this report from the School Assessment Report by clicking  next to a student name in the [Performance by Student table](#).

Figure 5. Student Assessment Report

Points Earned on ICA ELA Grade 3 (SBAC_ICA_16_17) Items, by Reporting Category: Demo Student, 2016-2017												
Student	Writing	Research/Inquiry	Research/Inquiry							Listening	Reading	
Item Number			2	12	24	36	43	44	45			46
Max Points			1	1	1	1	1	1	2			2
Class Average			0	0	1	0	0	0	1			1
Demo Student Student ID: 9999997914			0	0	1	0	0	0	1			1
Performance: At/Near Standard												
Demo Student's Score: 2359 / 2623			Class Average: 2359 (1 students)				Demo Student's Performance: 			Level 1		

[Table 4](#) describes the columns in the Student Assessment Report.

Table 4. Columns in the Student Assessment Report

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li><b>Item Number:</b> Displays the items in the assessment.</li> <li><b>Max Points:</b> Displays the maximum number of points possible for each item.</li> <li><b>Class Average:</b> Displays the sum of points the student's class earned for each item divided by the number of students in the class.</li> <li><b>[Student Name]:</b> Displays the number of points the student earned for each item.</li> </ul>
[Topic Name]*	Displays the student's performance data for the items in each topic. Each [Topic Name] column also displays the student's score and performance level.
*For assessments without topics, this column is labeled "Total Items" and displays data for all the items on the assessment.	




## About the Teacher Assessment Report

The Teacher Assessment Report provides a row of data for each student associated with a teacher, as well as a row of aggregate data for all the teacher's associated students.

An information bar below the Assessment Report displays the average score and/or performance distribution on the assessment for the school and for the teacher's associated students.



**Note:** If a student completed multiple opportunities for a given assessment, this report includes a row of data for each opportunity. A number icon in the first column indicates which opportunity the row represents. A clock icon  appears next to the most recent opportunity. Only data for the most recent opportunity is used to calculate the average scores and performance levels for the student's associated teachers and institutions.

*To access the Teacher Assessment Report:*






- On the ***Dashboard*** for Teachers, click  next to an assessment in the My Assessments table.
- Authorized users can access this report from the School Assessment Report by clicking  next to a class name in the [Performance by Class table](#).

Figure 6. Teacher Assessment Report

Score and Performance on Grade 3 Additions, by Student and Reporting Category: 2016-2017											Rows per page: <div><div>5</div><div></div></div>			
Student	Student ID	Total	Total		5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Working with Manipulations	Working with Manipulations				Using Whole numbers	Combining 3-digit Numbers	Adding Fractions
			Score	Performance				Performance	Item Numbers and Points Earned					
									9	13	3	11		
Max Points			60	Above Standard				Above Standard	1	2	1	3		
Everyone			51.8	Above Standard				Above Standard	1	1.5	.8	2.4		
 Bruce Wayne *	999999999		54	Above Standard				Above Standard	1	2	1	3		
 Peter Parker	999999999		57	Above Standard				Above Standard	1	2	1	3		
 Janet Van Dyne	999999999		52	Above Standard				Above Standard	1	2	1	3		
 Diana Prince	999999999		48	Above Standard				Above Standard	1	2	1	3		
Tony Stark	999999999		59	Above Standard				Above Standard	1	2	1	3		

[Table 5](#) describes the columns in the Assessment Report.



**Note:** The data that appear in this table depend on the options you select from the **Filter by** drop-down lists on the ***Dashboard***. For more information, see the section [Filtering Tables](#).



If you access this report by clicking  next to a class name in the [School Assessment Report](#), the Teacher Assessment Report only displays data for that class.

Table 5. Overview of the Teacher Assessment Report

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li>• <b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual topic.</li> <li>• <b>Everyone:</b> Displays average data for all of the teacher's students who completed the assessment.</li> <li>• <b>[Student Name]:</b> Displays data for that individual student.</li> </ul> <p>To access the <a href="#">Student Assessment Report</a> for a student, click  next to the student name in this column.</p>
Student ID	Student's unique identifier used for reporting purposes.
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Score:</b> Student's score for the whole assessment.</li> <li>• <b>Performance:</b> Student's performance level for the whole assessment.</li> </ul>
5 Items on Which Students Performed the Best	Displays the five assessment items with the highest average score for the students shown, in order from highest average score to lowest average score.
5 Items on Which Students Performed the Worst	Displays the five assessment items with the lowest average score for the students shown, in order from lowest average score to highest average score.
[Topic Name]*	<p>Displays student performance data for each topic. Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Score:</b> Student's score for the topic.</li> <li>• <b>Performance:</b> Student's performance level for the topic.</li> <li>• <b>[Item Number]:</b> Displays the individual items and scores for the topic.</li> </ul>
*For assessments without topics, this column is labeled "Total Items" and displays data for all the items on the assessment.	

## About the School Assessment Report

The School Assessment Report consists of two tables:

- [Performance by Class Table](#): This table provides information about how each class in the school performed on the given assessment.
- [Performance by Student Table](#): This table provides information about how each student in the school performed on the given assessment.



**Note:** If a student who completed the assessment is not associated with any classes, that student's test data will appear in the Performance by Student table but not in the Performance by Class table.

### About the Performance by Class Table

The Performance by Class table of the School Assessment Report displays a row of data for each class in the school that completed the given assessment.



**Note:** If you set your class preferences to "Teacher Preferences," this table does not include data for any teachers who excluded the selected test from their own reports. For more information, see the section [Updating Preferences](#).

To access the Performance by Class table:











- On the ***Dashboard*** for school-level users, click  next to an assessment.
- Authorized users can access this report from the [System Assessment Report](#) by clicking  next to a school name.

Figure 7. School Assessment Report: Performance by Class

Dashboard > School Performance on Test									
Enter SSID  									
Performance by Class Performance by Student									
Average Score and Performance Distribution for Grade 3 Additions, by Class and Reporting Category: Walerville Elementary, 2016-2017									
Rows per page: 5									
Class	Teacher	Total	Student Count	Test Completion Rate	Average Score	Performance Distribution			
Max Points					60	Above Standard			
Everyone			n/a	83.5%	51.8	<div><div></div></div> 35% 65%			
 Grade 3 Math 1	Luke Skywalker		15	85%	54	<div><div></div></div> 35% 65%			
 Grade 3 Math 2	Leia Organa		12	81%	57	<div><div></div></div> 35% 65%			
 Grade 3 math 3	Ben Kenobi		8	75%	52	<div><div></div></div> 35% 65%			
 Grade 3 Math 4	Han Solo		20	99%	48	<div><div></div></div> 35% 65%			
 Grade 3 Math 5	Padme Amidala		5	65%	59	<div><div></div></div> 35% 65%			

[Table 6](#) describes the columns in the Performance by Class table.


Table 6. Overview of the School Assessment Report: Performance by Class Table

Column	Description
Class	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li>• <b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual topic.</li> <li>• <b>Everyone:</b> Displays average data for all of the classes in the school who completed the assessment.</li> <li>• <b>[Class Name]:</b> Displays data for that individual class.</li> </ul> <p>To access the <a href="#">Teacher Assessment Report</a> for a class, click  next to the class name in this column.</p>
Teacher	Name of the teacher associated with the class.
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Student Count:</b> Number of students in the class who completed the assessment.</li> <li>• <b>Test Completion Rate:</b> Percent of students in the class who completed the assessment.</li> <li>• <b>Average Score:</b> Sum of assessment scores for all the students in the class divided by the student count.</li> <li>• <b>Performance Distribution:</b> The percentage of students in the class who performed at each performance level.</li> </ul>
5 Items on Which Students Performed the Best	Displays the five assessment items with the highest average score for the school, in order from highest average score to lowest average score.
5 Items on Which Students Performed the Worst	Displays the five assessment items with the lowest average score for the school, in order from lowest average score to highest average score.
[Topic Name]*	<p>Displays student performance data for each topic. Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Average Score:</b> Sum of scores in the topic for all the students in the class divided by the student count.</li> <li>• <b>Performance Distribution:</b> The percentage of students in the class who performed at each performance level for the topic.</li> <li>• <b>[Item Number]:</b> Displays the class's average scores for the individual items in the topic.</li> </ul>
*For assessments without topics, this column is labeled "Total Items" and displays data for all the items on the assessment.	

## About the Performance by Student Table

The Performance by Student table of the School Assessment Report displays a row of data for each student in your school that completed the given assessment.



**Note:** If a student completed multiple opportunities for a given assessment, this report includes a row of data for each opportunity. A number icon in the first column indicates which opportunity the row represents. A clock icon  appears next to the most recent opportunity. Only data for the most recent opportunity is used to calculate the average scores and performance levels for the student's associated teachers and institutions.

To access the Performance by Student Table:



- On the **Dashboard** for school-level users, click  next to an assessment, and then click the **Performance by Student** tab.
- Authorized users can access this report from the [System Assessment Report](#) by clicking  next to a school name and then clicking the **Performance by Student** tab.

Figure 8. School Assessment Report: Performance by Student

Dashboard > School Performance on Test

Enter SSID

Performance by Class

Performance by Student

Score and Performance for Grade 3 Additions, by Student and Reporting Category: Walkerville Elementary, 2016-2017

Rows per page: 10

Student	Student ID	Total	Total		5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Working with Manipulations	Using Whole numbers	Adding Fractions
			Score	Performance					
Max Points			60	Above Standard					
Everyone			51.8	Above Standard					
Bruce Wayne	999999999		54	Above Standard					
Peter Parker	999999999		57	Above Standard					
Janet Van Dyne	999999999		52	Above Standard					
Diana Prince	999999999		48	Above Standard					
Tony Stark	999999999		59	Above Standard					

[Table 7](#) describes the columns in the Performance by Student table.

Table 7. Overview of the School Assessment Report: Performance by Student Table

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li>• <b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual topic.</li> <li>• <b>Everyone:</b> Displays average data for all the students in the school who completed the assessment.</li> <li>• <b>[Student Name]:</b> Displays data for that individual student.</li> </ul>
Student ID	Student's unique identifier used for reporting purposes.
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Score:</b> Student's score for the whole assessment.</li> <li>• <b>Performance:</b> Student's performance level for the whole assessment.</li> </ul>
5 Items on Which Students Performed the Best	Displays the five assessment items with the highest average score for the school, in order from highest average score to lowest average score.
5 Items on Which Students Performed the Worst	Displays the five assessment items with the lowest average score for the school, in order from lowest average score to highest average score.
[Topic Name]*	<p>Displays student performance data for each topic. Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Score:</b> Student's score for the topic.</li> <li>• <b>Performance:</b> Student's performance level for the topic.</li> <li>• <b>[Item Number]:</b> Displays the student's scores for the individual items in the topic.</li> </ul>
*For assessments without topics, this column is labeled "Total Items" and displays data for all the items on the assessment.	

## About the System Assessment Report

The System Assessment Report displays a row of data for each school in the system that completed the given assessment.

*To access the System Assessment Report:*


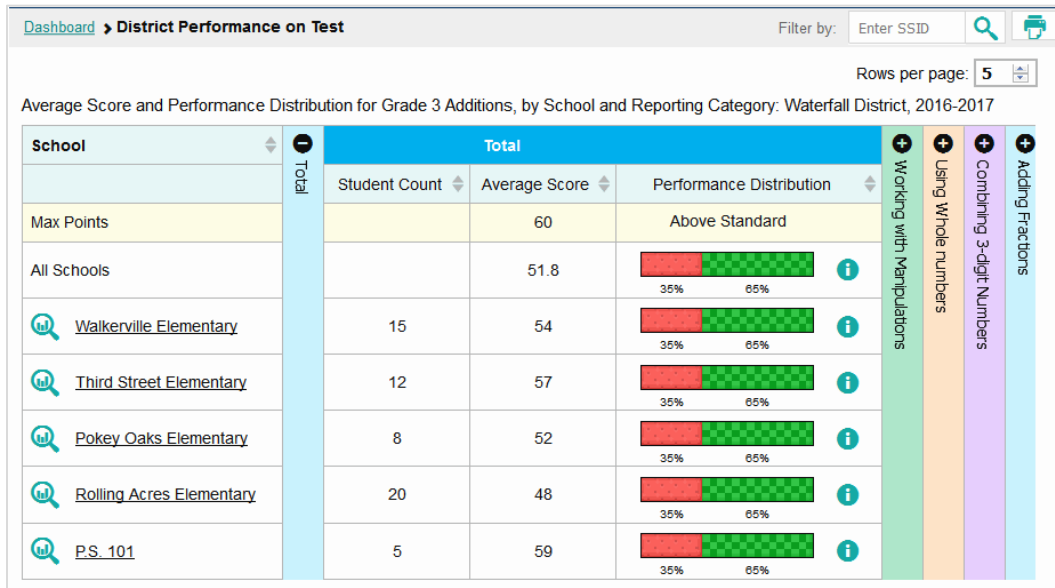

- On the ***Dashboard*** for system-level users, click  next to an assessment.

Figure 9. System Assessment Report



[Table 8](#) describes the columns in the System Assessment Report.

Table 8. Overview of the System Assessment Report

Column	Description
School	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li><b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual topic.</li> <li><b>All Schools:</b> Displays average data for all of the schools in your system who administered the assessment.</li> <li><b>[School Name]:</b> Displays data for that individual school.</li> </ul> <p>To access the <a href="#">School Assessment Report</a>, click  next to a school name in this column.</p>
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li><b>Student Count:</b> Number of students in the school who completed the assessment.</li> <li><b>Average Score:</b> Sum of assessment scores for all the students in the school divided by the student count.</li> <li><b>Performance Distribution:</b> The percentage of students in the school who performed at each performance level.</li> </ul>

Column	Description
[Topic Name]*	<p>Displays student performance data for each topic. Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li><b>Average Score:</b> Sum of scores in that topic for all the students in the school divided by the student count.</li> <li><b>Performance Distribution:</b> The percentage of students in the school who performed at each performance level for that topic.</li> </ul>
*For assessments without topics, this column is labeled “Total Items” and displays data for all the items on the assessment.	

## About the Student Portfolio Report

The Student Portfolio Report includes a row of data for each interim assessment that an individual student completed.



**Note:** If a student completed multiple opportunities for a given assessment, this report includes a row of data for each opportunity. A number icon in the first column indicates which opportunity the row represents. A clock icon appears next to the most recent opportunity. Only data for the most recent opportunity is used to calculate the average scores and performance levels for the student’s associated teachers and institutions.

*To access the Student Portfolio Report:*



- On the **Dashboard** for Teachers, click  next to a student in the My Students table.
- In the upper-right corner of any page in AIR Ways, enter a student’s SSID in the search field and click .

Figure 10. Student Portfolio Report










Dashboard > Student Portfolio

Filter by: All Test Reasons

Enter SSID

Score and Performance, by Assessment: Bruce Wayne, 2016-2017

Rows per page: 3


Assessment Name	Test Reason	My Student's Score	Average Score of My Students	Student Count	My Student's Performance	Performance Distribution of My Students	Date Last Taken
 <a href="#">Smarter ICA ELA</a>	Fall 1 - ICA	2495 	2495	45	Level 3	 9% 38% 35% 18% 	08/11/2016
 <a href="#">Smarter IAB Grade 3 - Read Literary Texts</a>	Fall 2 - IAB	n/a	n/a	49	Below Standard	 26% 40% 34% 	08/11/2016
 <a href="#">Smarter ICA</a>	Fall - Reading	43 	45	95	n/a	n/a	08/11/2016

27 items: 1 of 6

[Table 9](#) provides an overview of the columns in the Student Portfolio Report.



Table 9. Overview of the Student Portfolio Report

Column	Description
Assessment Name	Name of the test. To access the <a href="#">Student Assessment Report</a> for an assessment, click  in this column.
Test Reason	Testing category assigned to the test opportunity. If no test reason was assigned to the opportunity, this column displays Unassigned.
My Student's Score	Individual student's score for the assessment.
Average Score of My Students	Sum of assessment scores for all the teacher's students divided by the number of students in that group.
My Student's Performance	Individual student's performance level for the assessment.
Performance Distribution of My Students	The percentage of the teacher's students who performed at each performance level.
Date Last Taken	Date on which the student completed this assessment.

## Section IV. Working with AIR Ways Report Tables

This section provides instructions for customizing report tables and previewing items in report tables.

### Customizing Report Tables

This section provides instructions for customizing the structure and appearance of report tables in AIR Ways.

### Filtering Tables

Filters appear in the upper-right corner of the AIR Ways ***Dashboard***. You can filter reports to only include data for certain classes or other groups of students.


When you select an option from the filter drop-down list on the ***Dashboard***, the selected filter affects the data for all the reports and tables accessible from the ***Dashboard***. For example, if you are a teacher and you select to filter by class, the average scores and performance distributions in the My Assessments table and Teacher Assessment Report only reflect the data for the specified class.

[Table 10](#) provides an overview of the filters available in AIR Ways.



Table 10. Overview of AIR Ways Filters

Filter	Filter Options	Available User Roles
Filter by Class	<ul style="list-style-type: none"> <li>• <b>All Classes:</b> Sets reports to display data for all students in your rosters and test sessions.</li> <li>• <b>My Proctored Students:</b> Sets reports to display data only for students in your test sessions.</li> <li>• <b>[Class Name]:</b> Sets reports to display data only for the specified class. This drop-down list includes a filter option for each class associated with you.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> </ul>

### Sorting Tables

Some tables allow you to sort the data by various columns. Sortable columns display a set of arrows  in the column header.


*To sort a table:*

1. Click the header of the column you wish to sort by. The top arrow in the header is shaded darker  when the column is sorted in ascending order.
2. To sort by descending order, click the column header again. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.

## Customizing Table Rows

You can specify the number of rows each table displays at a time.



*To specify the number of rows displayed:*

1. In the *Rows Per Page* field above a table ( *Rows per page:*   ), enter the number of rows you want the table to display per page. Your specifications persist for each table.
2. You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

## Navigating to Additional Rows and Columns



If a table has more rows than can be displayed on a single page, the table data is paginated. The number in the lower-right corner of a table indicates how many rows are in the table. The buttons to the right of this number allow you to navigate to additional rows.

*To view additional table rows:*



- To move to the next page in a table, click  below the table.
- To move to the previous page in a table, click  below the table.
- To jump to a specific table page, enter the page number in the table navigation field (  ).

If a table has more columns than can be displayed on a single page, a set of arrow buttons appears on the table margins.

*To view additional table columns:*

- To scroll the table to the right, click  on the right side of the table.
- To scroll the table to the left, click  on the left side of the table.



**Note:** If a table contains collapsible columns, you can also click  and  in the column headers to manage how many columns appear expanded at a time.

## Previewing Items in Reports

Any AIR Ways report table that displays scores for individual items also allows you to preview the items as they appear in the assessment. You can preview items in a blank state or with a student's entered response. Item previews are available for the following reports:

- [Teacher Assessment Report](#)

- [Student Assessment Report](#)
- [School Assessment Report](#)

Figure 11. Item Preview (with Student Response)

Frequency Distribution of Student Responses  
Frequency Distribution of Points Earned for Item 1 on G6ELA-Interim-IAB-Listen:Demo Inst 9997, 2016-2017

	Points Earned	
	0	1
# of Student Responses for My School	1	0
# of Student Responses for My Class	1	0

Details  
Topic: G6ELA-Interim-IAB-Listen  
Item Difficulty: Moderate  
Content Alignment: LISTEN/INTERPRET: Analyze, interpret, and use information delivered orally or visually

Item

**1**

What is your favorite color?

☐ (A) Blue

☐ (B) Yellow

☒ (C) Red

☐ (D) Green

*To preview an item:*



1. Click an item link in the report table:
  - To view an item in a blank state, click the item link in the first row of the table.
  - To view an item with the student's response, click the item link in the student's row of the report.

The item preview opens in a pop-up window.



**Note:** The Performance by Class table of the School Assessment Report only allows you to preview items in a blank state.

## About the Item Preview Window

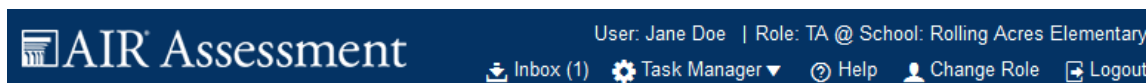
The **Item Preview** window consists of four sections, which you can expand and collapse by clicking  and , respectively.

- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students earned each possible point value available for the item.
  - When viewing the item preview from the Teacher Assessment Report, this table displays data for students in the given class.
  - When viewing the item preview from the School Assessment Report, this table displays data for students in the given school.
- **Details:** Provides the following information:
  - **Topic:** Reporting category to which the item belongs.
  - **Content Alignment:** Describes the standard aligned to the item.
  - **Item Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site.
- **Rubric:** Displays the criteria used to score the item. This section may also include an exemplar, which provides an example of a perfect response.

## Section V. Global Features in AIR Ways

This section explains how to perform tasks involving the global features in AIR Ways. You can access most of the global features from the banner at the top of each page (see [Figure 12](#)).

Figure 12. AIR Ways Banner



The following global features and tasks are available in AIR Ways:

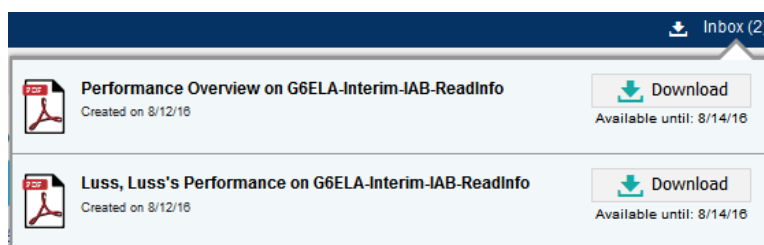
- [AIR Ways Inbox](#)
- [Change Role](#)
- [Manage Rosters](#)
- [Update Preferences](#)
- [Printing Reports](#)

### About the AIR Ways Inbox

The Inbox in the AIR Ways banner stores any PDF versions of reports you print from a report page. A notification next to the inbox indicates how many new reports are available.

For more information, see the section [Printing Reports](#).

Figure 13. AIR Ways Inbox



*To access reports in the inbox:*

1. In the banner, click **Inbox**. A menu appears, listing the available reports (see [Figure 13](#)).
2. To download a report, click **Download**.

## Changing User Roles

If your TIDE account is associated with multiple user roles or institutions, you can switch roles at any point to view the ***Dashboard*** and reports for your other roles and institutions.

*To change your role:*

1. In the banner, click **Change Role**. The ***Change Role*** window appears (see [Figure 14](#)).
2. From the **Role** drop-down list, select the required role and institution combination. The window closes and the ***Dashboard*** for the selected role appears.

Figure 14. Change Role Window

## Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Some reports in AIR Ways provide performance data for the students within a roster or for the roster as a whole.

### Adding a New Roster

You can create new rosters from students associated with your school or district.

*To add a roster:*

1. From the **Task Manager** menu in the banner, select **Add Rosters**. The ***Add Roster*** form appears (see [Figure 15](#)).

Figure 15. Add Roster Form


2. In the *Search for Students to Add to the Roster* panel, do the following:
  - a. In the **System** drop-down list, select the system for the roster.
  - b. In the **School** drop-down list, select the school for the roster.
  - c. *Optional:* In the **Grade** drop-down list, select the grade levels for the students in the roster.
  - d. *Optional:* From the **Students Added Since** drop-down list, select a timeframe in which the students for the roster were added to TIDE.
  - e. *Optional:* In the *Test Settings and Tools Filters* panel, select additional criteria:
    - i. From the **Search Fields** drop-down list, select a test setting or tool. A set of related fields for that setting or tool appear.
    - ii. In the related fields, select the criteria for the test setting or tool.
    - iii. Click **Add**.
    - iv. *Optional:* To remove the added criteria, mark the checkbox for that criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
  - f. Click **Search**.
3. In the *Add Students to the Roster* panel (see [Figure 16](#)), do the following:
  - a. In the *Roster Name* field, enter the roster name.
  - b. From the **Teacher Name** drop-down list, select a teacher.
  - c. To add students, do one of the following in the list of available students:
    - To move one student to the roster, click  for that student.
    - To move all the students in the *Available Students* list to the roster, click **Add All**.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.




Figure 16. Add Students to Roster Panel

Available Students			
	Quick Search		
<input type="checkbox"/>	<input type="checkbox"/>	lwzt,lwzt	03 9999997968
<input type="checkbox"/>	<input type="checkbox"/>	Jlbo,Jlbo	03 9999998124
<input type="checkbox"/>	<input type="checkbox"/>	Khae,Khae	03 9999998190
<input type="checkbox"/>	<input type="checkbox"/>	Kvdt,Kvdt	03 9999998202
<input type="checkbox"/>	<input type="checkbox"/>	Lzii,Lzii	03 9999998157
<input type="checkbox"/>	<input type="checkbox"/>	Mhsu,Mhsu	03 9999998133
<input type="checkbox"/>	<input type="checkbox"/>	Mqsz,Mqsz	03 9999998125
<input type="checkbox"/>	<input type="checkbox"/>	Muac,Muac	03 9999998096
<input type="checkbox"/>	<input type="checkbox"/>	Myni,Myni	03 9999998169
<input type="checkbox"/>	<input type="checkbox"/>	Ngny,Ngny	03 9999998146
<input type="checkbox"/>	<input type="checkbox"/>	Njzx,Njzx	03 9999997942

Selected Students		
	Quick Search	
<input type="checkbox"/>	<input type="checkbox"/>	demolast,demofirst 01 900005808X
<input type="checkbox"/>	<input type="checkbox"/>	demolast,demofirst 01 900005898X
<input type="checkbox"/>	<input type="checkbox"/>	demolast,demofirst 01 900006168X

d. To remove students, do one of the following in the list of students in this roster:


- To remove one student from the roster, click  for the student.
- To remove all the students from the roster, click **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.



4. Click **Save**, and in the affirmation dialog box click **Continue**.

## Modifying an Existing Roster

You can modify a roster by changing its name, associated teacher, or by adding students or removing students.

*To modify a roster:*

1. From the **Task Manager** menu in the banner, select **View/Edit Rosters**. The **Edit Roster** form appears.
2. In the *Search for Rosters to Edit* panel, select the system, school, and roster type for the roster you wish to edit.
3. Click **Search**. A list of retrieved rosters appears.
4. In the list of retrieved rosters, click  for the roster whose details you want to view. The **Edit Roster** form appears. This form is similar to the form used to add rosters (see [Figure 15](#)).

5. *Optional:* In the *Add Students to the Roster* panel (see [Figure 16](#)), do the following:
  - a. In the *Roster Name* field, enter a new name for the roster.
  - b. From the **Teacher Name** drop-down list, select the roster's new teacher.
  - c. To add students, do one of the following in the list of available students:
    - To move one student to the roster, click  for that student.
    - To move all the students in the *Available Students* list to the roster, click **Add All**.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
  - d. To remove students, do one of the following in the list of students in this roster:
    - To remove one student from the roster, click  for the student.
    - To remove all the students from the roster, click **Remove All**.
    - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

## Updating Preferences

You can update your AIR Ways preferences to specify which assessment data to include in your reports. By default, AIR Ways displays data for all the assessments associated with a user or institution (for more information, see the section [About the Assessments in AIR Ways Reports](#)).

### Updating Test Preferences

These instructions apply to Teachers.

You can update preferences to exclude data for specified assessments from your reports. If you exclude assessments from your reports, you can update your preferences at any time to include them again.



**Example:** If you are an ELA teacher and you proctor a test session with students who have also taken math assessments at some point, the data for those math assessments appear in your reports. Since this information is irrelevant to you, you could update your test preferences to exclude all math assessments from your reports.

Figure 17. My Test Preferences Window

**Update My Test Preferences** Save & Close

Select the assessments you wish to display on the dashboard.

- ☒ **ELA** NEW!
  - ☒ **Grade 3** NEW!
    - ☒ G3ELA-Interim-IAB-Edit NEW!
  - ☒ **Grade 5** NEW!
    - ☒ G5ELA-Interim-IAB-ReadInfo NEW!
  - ☒ **Grade 6** NEW!
  - ☒ **Grade 7** NEW!
    - ☒ G7ELA-Interim-IAB-Listen NEW!
  - ☒ **Grade 11** NEW!
- ☒ **MATH** NEW!

To update your test preferences:

1. From the **Task Manager** drop-down list in the banner, select **Update My Test Preferences**. The **Update My Test Preferences** window appears (see [Figure 17](#)).
2. *Optional:* The **Update My Test Preferences** window groups tests into categories based on grade and subject. You can click the arrow button next to a category to expand or collapse it. If a new test or category was added to your reports since the last time you updated your test preferences, a “NEW!” label appears next to it in the window.
3. Do one of the following:
  - To exclude an entire category of tests from your reports, mark the checkbox next to that category.
  - To exclude individual tests from your reports, mark the checkbox for each test you wish to exclude.
4. Click **Save & Close** to close the window.

## Updating Class Preferences

These instructions apply to users with a school- or system-level user role.

You can update your preferences to specify which classes appear on your assessment reports. You can choose between the following options:

- **All Classes:** If you select this option, data for all classes appear in your assessment reports.
- **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear on the School Assessment Report for that assessment.



**Example:** Teacher A and Teacher B are both associated with a Grade 7 ELA assessment. Teacher A updated her test preferences to exclude all ELA assessments. If you are a school-level user and you update your class preferences to “Teacher Preferences,” you will see data for Teacher B on the School Assessment Report for Grade 7 ELA, but you will not see data for Teacher A on this report.


*To update your class preferences:*

1. From the **Task Manager** drop-down list in the banner, select **Update My Class Preferences**. The **My Class Preferences** window appears.
2. Mark the radio button for your preferred class option.
3. Click **Save & Close** to close the window.

## Printing Reports

You can print any report available in AIR Ways. If the report you wish to print provides data about individual assessment items, you can choose to include or exclude this information from the printed report.

*To print a report:*

1. Click  in the upper-right corner of the report page. A **Print Preview** page opens, displaying a printer-friendly version of the report.
  - a. If there are multiple report tables on the page, select the table you wish to print from the menu that appears.
2. If the report provides data for individual assessment items, select one of the following print options:
  - **Summary Only:** If you select this option, the printed report does not include data for the individual assessment items.

- **Summary and Item Scores:** If you select this option, the printed report includes data for the individual assessment items.


3. Do one of the following:

- To print the report, click **Print**.
- To download a PDF version of the report, click **Save as PDF**.
  - Select a page layout option from the drop-down list that appears.
- To download a CSV version of the report, click **Download CSV File**.



**Note:** All PDF reports you generate are stored in the AIR Ways Inbox. For more information, see the section [About the AIR Ways Inbox](#).

## Appendix A. About Non-Scorable Test Opportunities







The reports in AIR Ways do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a status of "Expired" or "Invalidated." If a student's test opportunity is non-scorable, a notification (  ) appears below the report for that assessment.


Non-scorable test opportunity notifications may appear for the following reports:

- [Teacher Assessment Report](#)
- [School Assessment Report: Performance by Student table](#)

You can click **More Info** on the notification to view the ***Students with Non-Scorable Test Opportunities*** window (see [Figure 18](#)). This window displays the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 18. Students with Non-Scorable Test Opportunities

Grade 3 Additions (Fall – Additions): Students with Non-Scorable Test Opportunities 		
Student 	Status Code 	Date Taken 
 <a href="#">Wade Wilson</a>	Expired	10/12/2015
 <a href="#">Nathan Grey</a>	Invalidated	10/12/2015

You can also click  next to a student's name in this window to view the [Student Portfolio Report](#) for that student.

## User Support

For additional information and assistance in using AIR Ways, contact the MontCAS Help Desk.

The Help Desk is open Monday–Friday 5:00 a.m. to 5:00 p.m. Mountain Time (except holidays or as otherwise indicated on the MontCAS portal).

<p><b>MontCAS Help Desk</b></p> <p><b>Toll-Free Phone Support:</b> 1-888-792-2741</p> <p><b>Email Support:</b> <a href="mailto:MontanaHelpDesk@measuredprogress.org">MontanaHelpDesk@measuredprogress.org</a></p>
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Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated system or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 31 or Mac OS 10.7 and Safari 6).